

Statement of Work

Resources Protection/Crime Prevention Theory, Practice, and Management

1. Scope: The purpose of the Crime Prevention course is to:
 - 1.1. Prepare persons already proficient in the security forces field for the role of a crime prevention and resources protection program manager.
 - 1.2. Update individual's knowledge of cost effectiveness of alarm and locking systems, target hardening, risk management principles, crime data analysis and use, commercial and residential crime prevention, partnerships in crime prevention, marketing crime prevention concepts, and current problems.
 - 1.3. Provide technical and consultation services on the coordination of efforts between the security forces and military community in the application of physical and procedural security techniques to prevent crime.
2. Class composition: Air Force, Reserve, and Air National Guard security forces, as well as DoD civilian personnel, at the undergraduate or graduate level of work attend the course. Minimum class enrollment is 25 students. If 25 students are not available for any class, students(s) will attend the next scheduled class at no additional cost to the government. Conduct courses twice a year at times negotiated between the contractor and HQ AFSFC/SFWT. Hold classes at the contractor's facility, Monday through Friday, excluding federal holidays, for no more than eight classroom hours daily. Normally, conduct one class between November and December, and one between February and March. Classes consist of 25 students per class for a yearly total of 50 students. These dates avoid peak tourist season when lodging is scarce.
3. Curriculum:
 - 3.1. Purpose for having crime prevention in the Air Force.
 - 3.2. History and evaluation of crime prevention.
 - 3.3. Crime risk management.
 - 3.4. Management principles in crime/vandalism prevention.
 - 3.5. Law enforcement explorer program/effective public speaking.
 - 3.6. Developing a media presentation.
 - 3.7. Advertising crime prevention – the national campaign.
 - 3.8. Crime prevention motivation techniques.

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- 3.9. Developing crime prevention strategies.
- 3.10. Developing goals and objectives for strategy implementation.
- 3.11. Analyzing goals and objectives for strategy implementation.
- 3.12. Organizing neighborhood watch volunteers.
- 3.13. Rape/sexual assault prevention.
- 3.14. Vehicle and equipment theft prevention.
- 3.15. Crime prevention through environmental design.
- 3.16. Safes and cabinets.
- 3.17. Computer security.
- 3.18. Crime analysis.
- 3.19. Intrusion detection systems (IDS, CCTV, and lab).
- 3.20. Lighting (including lab).
- 3.21. Security devices and procedures: barrier systems, locking devices, and doors.
- 3.22. Assets control and protection.
- 3.23. Executive protection.
- 3.24. Reformatory panel (burglary, robbery, rape, auto theft).
- 3.25. Field trip (e.g., lock company).
- 3.26. Hospital security.
- 3.27. How to conduct security surveys:
 - 3.27.1. Residential.
 - 3.27.2. Commercial/Industrial.
 - 3.27.3. On-site.
- 3.28. Self-image in marketing crime prevention.

4. **Housing:** The contractor provides housing for 50 students per year – 25 per class. Provide each student with a private bedroom and a private bathroom as a minimum. Furnish rooms with a study desk, chair, bed, dresser, and study lamp as a minimum.

5. **Dining facilities:** The contractor provides a dining facility for all course participants. An established facility on the contractor's site is acceptable. Identify available nearby (within walking distance) commercial dining facilities.

6. **Texts and Materials:** The contractor provides each student with the required study materials. Texts purchased for this course become the property of the USAF and remain with the course. Materials such as paper, pencils, and pens are the responsibility of the student.

7. **Transportation:** The contractor provides transportation when housing accommodations are not at the contractor site.

8. **Administration:** The contractor shall:

8.1. Identify individual(s) as a liaison to interface with HQ AFSFC/SFWT on matters concerning course content and student administration.

8.2. Dispatch a welcoming letter to each student providing housing information, map of local area, and registration information no later than 10 days after receipt of class list. HQ AFSFC/SFWT provides a class list to the contractor approximately 30 days prior to class start date.

8.3. Develop and administer student critiques that provide an opportunity for students to assess quality of course content and instruction, relevancy to their Air Force mission, dining and lodging support and overall institutional support. The contractor develops the critique and submits it to HQ AFSFC/SFWT for approval prior to use. Forward completed critiques to HQ AFSFC/SFWT after contractor review.

8.4. Make adjustments to course content and administration at no additional cost to the government as deemed necessary by HQ AFSFC/SFWT.

8.5. Provide necessary academic facilities for a class of 25 students.

8.6. Develop and grade all examinations, conduct student registration, and maintain student records.

9. **Instructor qualifications:** Instructor shall possess a Master's Degree in an appropriate field such as police administration, corrections, confinement, police law, traffic operations, or investigations. Police training: three years of practical experience in law enforcement work; one year of post secondary level teaching experience.

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10. Academic status and credit: The course is at the undergraduate level with undergraduate credit hours earned (three semester hours) for successful completion. Students attending the course receive the same rights and privileges granted to regular students.

11. Graduation and grading: Grade according to university standards. Satisfactory/unsatisfactory grading scales are not acceptable. Hold graduation exercises the last day of class. The contractor provides each student successfully completing the course with a course completion certificate.

12. Managerial, financial, and technical capability: Offerors submit the following separate section in addition to the basic paragraph by paragraph response. Describe offeror's organization, management procedure, line(s) of authority, implementation plan, and methods of evaluation.

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SERVICE DELIVERY SUMMARY (SDS)				
AIR FORCE CRIME PREVENTION COURSE				
CONTRACT NO.				
SDS ITEM NO	SOW PARAGRAPH	ITEM DESCRIPTION	INSPECTION FREQUENC	PERFORMANCE THRESHOLD
1	4	HOUSING	PERIODIC	100%
2	5	DINNING FACILITY	PERIODIC	100%
3	6	TESTS AND MATERIALS	100%	100%
4	7	TRANSPORTATION	PERIODIC	100%
5	8.3	STUDENT CRITIQUES	100%	100%